

Notice to Bidders

Notice is hereby given that the County of Webb is now accepting Request for Qualifications using the Design Build Method pursuant to §271.119 Texas Local Government Code of Project Delivery for a General Contractor/Architect for a Park to be constructed on approximately 8.00 acreage area located on 1983 Mangana Hein Road Rear in La Presa Subdivision, Texas.

A pre-conference will be held at **Thursday, March 8, 2012 at 2:00 pm.** at the Webb County William N. "Billy" Hall Administrative Building, 1110 Washington suite 101, Purchasing Department Conference Room to answer any questions and review plans and specifications.

Qualifications must be submitted in one (1) original and six (6) copies in sealed envelopes to the Office of the Webb County Clerk.

Sealed envelopes must be marked with qualification number and title on front lower left-hand corner of envelope.

Request for Qualifications: RFQ-2012-300 "Design Build – "Webb County, La Presa Subdivision, Texas, La Presa Park Construction Project.

Qualifications will be either hand delivered or mailed to the following location:

**Webb County Clerk
Webb County Justice Center
1110 Victoria St., Suite 201
Laredo, Texas 78040**

Qualifications must be delivered no later than **Tuesday, March 13, 2012, at 2:00 p.m.** at which time all qualifications received will be opened and read to the public. Late qualifications will not be considered.

Qualifications may be held by the County of Webb for a period not to exceed sixty (60) days from the date of receipt. During this time the County of Webb will be reviewing the qualifications and investigating offer's proposals prior to the Award of Contract.

If any additional information is required please contact, the Webb County Purchasing Department, 1110 Washington, Suite 101, (956) 523-4125, Laredo, Texas 78041.

The County of Webb reserves the right to reject any and all qualifications or to select the qualified vendor that is in the best interest of Webb County.

Dr. Cecilia May Moreno
Purchasing Agent

Publication Dates: Sunday, February 26, 2012
Sunday, March 4, 2012

THIS FORM MUST BE INCLUDED WITH THE RFQ PACKAGE; PLEASE CHECK OFF EACH ITEM THAT APPLIES AND SIGNED

**RFQ-2012-300 "Design Build – Webb County,
La Presa Subdivision Texas, La Presa Park Construction Project"**

- ☐ Notice to Bidders
- ☐ Selection Criteria
- ☐ Management Experience
- ☐ Experience of key individuals
- ☐ Past Performance
- ☐ Quality Control Plan
- ☐ Proof of no delinquent taxes owed to Webb
County
- ☐ Conflict of Interest forms
- ☐ Qualifier information form

X _____
Signature of person
Completing this form

Webb County
REQUEST FOR QUALIFICATIONS 2012-300
A DESIGN-BUILD PROJECT
La Presa Subdivision, Texas La Presa Park Construction Project

RFQ -2012-300 La Presa Subdivision, Texas La Presa Park Construction Project

PURPOSE OF REQUEST

It is not the intention of the county to receive project-specific design or engineering recommendations as part of this RFQ. Proposers should limit their submittals to the information required by this RFQ and other information regarding qualifications and experience.

The purpose of this Request for Qualifications is to solicit letters of interest and qualifications from firms interested in providing construction services necessary for the construction of a Park in La Presa Subdivision, Texas for the Webb County, Commissioner Court. The County of Webb hereinafter referred to as "County" will be utilizing the Design-Build method of contracting for this project. The La Presa Subdivision, Texas Park Construction Project is hereinafter referred to as the "Project." The term "Proposer" as used herein includes a firm or firms, consortia, partnerships, joint ventures and others.

The county will use a two-step process to select a Proposer with which to execute a contract for this Project. This RFQ represents the first step in the process. After evaluations and scoring of responses to the RFQ, the county will invite the three highest scoring proposers to participate in the second step. Webb County reserves the right to invite more than three to the second step.

The second step in the process will be to receive a scope of service and cost proposal from each of the selected Proposers. Upon opening all cost proposals which meet the scope of service, and are within budget, proposals will be evaluated on best value. The Webb County Commissioners Court will rank qualifiers and evaluate proposals.

OVERVIEW

The Project will be to construct a park. This Park will be build on approximately 8 acreage area located in 1983 Mangana Hein Road Rear in La Presa Subdivision approximately 25 miles from the Webb County Court House.

Project services shall include but are not limited to:
Design Services - completion of construction plans Construction Services - necessary to build and ensure high quality workmanship of the designed project.

SCOPE OF SERVICES:

LOCATION: 1983 Mangana Hein Road Rear, La Presa Subdivision, Texas.

The proposer shall be required to plan and construct a park to include a small pavilion with an outside sink and grill with concrete pad and access; playground facility to include at minimum (4) swings and slide; (1) playground component system or preferred playground system; complete concrete basketball court; complete little league baseball field; complete soccer field; walking/jogging trail; irrigation system for the baseball field and soccer field; asphalt parking area for park and other appurtenances as needed such as minimum (4) trash receptacles (4) benches (5) standard outdoor lighting.

The total budget for this project is **\$150,000.00**. The Project includes the following major components:

Scope of Service to Construct a Park Facility:

This item governs all necessary materials, equipment, tools, labor, supervision, material testing, permits and incidentals required to construct a Park on approximately 8.0 acreage area using the Design Build Method of project delivery.

1. Construct a small pavilion with an outside sink and grill with concrete pad and access.
2. Playground facility to include at minimum (4) swings and slide.
3. (1) playground component system or preferred playground system
4. Complete concrete basketball court.
5. Complete little league baseball field.
6. Complete soccer field.
7. Walking/Jogging trail.
8. Irrigation system for Baseball and Soccer Fields.
9. Asphalt parking area for park.
10. Install at minimum Four (4) trash receptacles.
11. (4) Benches.
12. (5) Standard outdoor lighting.

I. SUBMITTAL FORMAT:

The RFQ responses should address Section II through V in the same order as listed below. The proposer may wish to include additional information.

II. MANGEMENT EXPERIENCE AND APPROACH:

Provide the qualifications and experience of the firm or firms and personnel on the proposer's team as follows:

1. Identify the lead organization and primary members of the team. Name the entity with whom county will be contracting, and identify if this will be partnership, corporation, joint venture, etc.
2. Provide an organizational chart of each member of the Proposer's team. Describe the role and responsibilities of each team member, including the major subcontractors and consultants. Identify all team members that are involved with your firm.
3. The team must include at a minimum the following in order for the response to this RFQ to be deemed acceptable:
 - (a). **Project Manager** - The Project Manager shall be the primary person in charge of and responsible for delivery of the Project in accordance with the contract requirements. The Project Manager must be present onsite as the Project progresses, have full authority to make the final decisions on behalf of the Proposer and have responsibility for communicating these decisions directly to the Webb County Engineering Department. The individual assigned to this position must be dedicated to the duties of a Project Manager.
4. Describe the approach to accomplish the various items of work required by the Project Manager as identified in the Scope.
5. Identify any firms on the team who have previously worked together on similar projects.
6. Demonstrate the team's ability to commit necessary resources to successfully complete the Project.

III. EXPERIENCE OF KEY INDIVIDUALS

Provide information demonstrating that key individuals possess the required minimum qualifications listed below:

1. All team members shall hold or obtain licenses required for performing work on the project under state and local laws.

2. Any design reports or plans shall be signed and sealed by a Registered Professional Architect registered in the State of Texas.
3. The Proposer's design team shall meet the following minimum qualifications:
 - (a) The design team shall have personnel with experience and expertise in all phases of building construction, and building structure design.
 - (b) The lead design architect shall have a minimum of five (5) years experience and expertise in the design of buildings, utilizing local design policies.
 - (c) The architect shall have the necessary equipment and personnel to provide the designs and plans in a timely manner. (20 days of notice to proceed)
4. The Proposer shall provide for a geotechnical engineer to conduct a geotechnical investigation. The geotechnical staff shall contain at least one registered Professional Engineer with a minimum of five (5) years experience in the design of constructing of parks.
5. The Proposer's Project Manager must have at least five (5) years experience managing projects of similar scope and magnitude. Describe the Project Manager's experience leading this type and magnitude of project. Provide a list of the projects that the Project Manager has managed in the past. For each project listed, provide:
 - (a) A brief description of each project managed, including the year (s) of construction and size and type of project, including any unusual features.
 - (b) Name of owner the work was performed for and the name and phone numbers of owner's representatives who can verify and discuss the Project Manager's participation in the project.
6. Proposer Qualifications:
 - (a) The Proposer shall be pre-qualified as a contractor by the State of Texas prior to the date the RFQ is to be submitted.
 - (b) The project manager shall have a minimum of five (5) years experience in the management of projects of similar scope and magnitude.
 - (c) The project surveyor of the construction team shall be a Registered Professional Land Surveyor (RLS) in the State of Texas, shall have a minimum of five (5) years experience and demonstrate experience in building construction work.
7. The Proposer's Quality Control (QC) team shall meet the following minimum qualifications:

(a) The inspection personnel must obtain appropriate certification as required by the county for each specific test to be performed. All certifications must be reviewed and approved by the county, if required.

(b) The QC manager shall have a minimum of five (5) years experience on projects of similar scope and magnitude.

8. Submittal of Qualifications.

(a) Provide information sufficient to show the minimum qualifications stated in items above.

(b) Provide a list of all project experience in the past five (5) years, including the year of construction.

(c) Provide name of owner for whom the work was performed

(d) Provide names and phone numbers of owner's representatives who can verify and discuss the firm's participation in these projects

(e) Provide a brief description of each project.

(f) Provide resumes of key individuals that are considered critical to the success of this project, including team members discussed above.

(g) Provide a list of all projects managed, including the year(s) of construction.

(h) Provide a brief description of each project size and type, including any unusual features.

(i) Provide name of owner the work was performed for and the name and phone numbers of owner's representatives who can verify and discuss the construction project manager's participation in these projects.

It is preferred that Key individuals and team members remain for the duration of the project.

IV. PAST PERFORMANCE

1. For each firm included in the Proposer's team, provide information demonstrating the firm's qualifications for performing work included in this Proposal. The information is to include a list of project experience in the past five (5) years, including year(s) of construction.

2. For each project listed, provide:

(a) A brief description of the project.

(b). Name of owner for whom the work was performed.

(c) The Name and phone numbers of owner's representatives who can verify and discuss the firm's participation in these projects.

3. Provide brief answers and explanations to the following questions:

(a) Has any member of the Proposer's team been declared delinquent and/or in default on any project within the last five (5) years?

(b) In the past five (5) years, has any member of the Proposer's team been suspended, debarred, disqualified from bidding, or declared ineligible for work by any entity, or are any such actions pending against them?

(c) In the past five (5) years, has any member of the Proposer's team submitted a claim on a project that was not resolved without litigation and if litigated was not resolved in favor of the member of Proposer's team?

(d) Has any member of the Proposer's Team been assessed liquidated damages on any projects within the past five (5) years?

(e) Does any member of the Proposer's team have active projects that are behind schedule?

(f) In the past five (5) years, has any member of the Proposer's team been found in violation of any local, state, or Federal laws or regulations, or is any member of the proposer's team currently under investigation for violation of any such laws or regulations. This includes but is not limited to safety, environmental, and erosion/sediment control issues.

(g) Within the last five (5) years, has any member of the Proposer's team received incentives for early project completion?

(h) In the past five (5) years, has any member of the Proposer's team been involved in design and construction related litigation?

V. QUALITY CONTROL PLAN: Provide information on how the QC responsibilities, including sampling and testing, will be performed on this project. It is anticipated that the county will use its normal QA/QC procedures on this project.

VI. QUALIFICATIONS EVALUATION: A Score/ Selection Committee composed of the County Commissioners Court will review and rank the RFQ responses.

Evaluation Criteria shown below:

The criteria shown below will be considered in determining the firm's qualification score. The maximum points for each evaluation category will be as follows:

Management Experience and Approach - 35 (Points)

Experience of Key Individuals – 30 (Points)

Past Performance - 25 (Points)

Quality Control Plan Approach – 10 (Points)

Maximum Score – 100 (Points)

QUALIFICATION FACTOR SCORING RANGE GUIDELINES				
QUALIFICATION FACTOR	TOTAL POINTS	RANGE		
Management Experience and Approach		1-10	11-25	26-35
		Meet minimum requirements	Exceeds Requirements in Certain areas	Exceeds in most Required area
Experience of key Individuals		1-8	9-22	23-30
		Meets minimum requirements	Exceeds Requirements in Certain areas	Exceeds in most required areas
Past Performance		1-6	7-19	20-25
		At or below expectations	Satisfactory Meeting project Needs	Excellent with Completed Project Exceeding requirements
Quality Control Plan Approach		1-3	4-7	8-10
		Meets minimum requirements	Exceeds Requirement in Certain areas	Exceeds in most Required areas

VII. FINANCIAL CONDITION

Proposer must be pre-qualified in an amount equal to or greater than proposed cost proposal, county currently estimates this cost to be \$150,000.00.

VIII. GENERAL INFORMATION

The county reserves the right, at its sole discretion, to either proceed no further with the Project RFQ process, or to re-advertise in another public solicitation.

The county reserves the right to accept or reject any and all responses and to discontinue the selection process at any time prior to contract execution.

The county assumes no liability and will not reimburse costs incurred by Proposers (whether selected or not) in developing responses to this RFQ.

After initial submittal, key members of the Proposer's team cannot be changed without county approval.

All Proposers must visibly mark as "CONFIDENTIAL" each part of their submission which they consider to contain proprietary information the release of which would constitute an unreasonable invasion of personal privacy. All unmarked pages will be subject to release in accordance with law. Proposer should be prepared, upon request, to provide justification of why such materials should not be disclosed under the Freedom of Information Act.

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

This is to certify that _____ owes no delinquent property taxes to Webb County.

_____ owes no property taxes as a business in Webb County.
(Business Name)

_____ owes no property taxes as a resident of Webb County.
(Business Owner)

Person who can attest to the above information

*** SIGNED DOCUMENT AND PROOF OF NO DELINQUENT OR OWED TAXES TO WEBB COUNTY.**

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.**2** ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship._____
Name of Officer

This section (Item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4_____
Signature of person doing business with the governmental entity_____
Date

Adopted 06/29/2007

Webb County

Conflict of Interest Disclosure

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filled with the records administrator of Webb County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire may be viewed and printed by following the link before:

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

The Webb County Officials who come within Chapter 176 of the Local Government Code relating to filing of Conflict of Interest Questionnaire (Form CIQ) include:

1. Webb County Judge Danny Valdez
2. Commissioner Frank Sciaraffa
3. Commissioner Rosaura Tijerina
4. Commissioner Jerry Garza
5. Commissioner Jaime Canales
6. Judge Elma T. Salinas Ender, Chairman, 341st Judicial District
7. Judge Oscar Hale, 406th Judicial District
8. Judge Joe Lopez, 49th Judicial District

Please send completed forms to the Webb County Clerk's Office located at 1110 Victoria, Suite 201, Laredo, Texas 78040.

Qualifier Information

Name of Company: _____

Address: _____

Phone: _____

Email Address: _____

Signature of Person Authorized to Sign Proposal:

Signature

Print Name

Title

Vendor to indicate status as to "Partnership", "Corporation", "Land Owner", etc.

(Date)